

**Minutes of the 12th Board Meeting of the
Independent Commission for Aid Impact
16 April 2012**

Attendees

Commissioners: Graham Ward (GW)
Mark Foster (MF)
Diana Good (DG)
John Githongo (JG)

Secretariat: Tom McDonald (TM)
Clare Robathan (CR)
Alexandra Cran-McGreehin (AC-M)
Santosh Chana (SC)

Details of the meeting: Monday 16 April, 9.15 am – 3.30 pm

Welcome

1. The Chief Commissioner welcomed everyone to ICAI's 12th Board Meeting.

Minutes of the 11th Board Meeting

2. The minutes of the last Board meeting were formally approved.

Action Log

3. TM led a discussion of progress against both outstanding and completed actions from previous Board Meetings.
4. GW briefed Commissioners on the outcomes of the various meetings he had had recently with senior DFID officials. Commissioners agreed to take up some of the issues raised at their forthcoming meeting with the DFID Management Board. Commissioners asked for the Secretariat to provide a pack of introductory slides that they could use with a range of audiences.

Action CR: To produce a slide pack on ICAI and ICAI reports for Commissioners

Correspondence

5. TM ran through the correspondence log.
6. There was a discussion of DFID's response to ICAI recommendations. In considering what progress DFID had made in implementing our recommendations, Commissioners agreed that it was still relatively early to be assessing anything beyond changes to process. We will be able to get a better picture of longer-term impact in due course.

Risk Management

7. TM updated the Board on possible changes to the risks facing ICAI. Commissioners agreed to re-visit ICAI's risk more fully as part of the Annual Report process.

ICAI Annual Report

8. TM introduced a paper setting out a skeleton outline for ICAI's forthcoming annual report to be published in June this year. The Commissioners considered the content of the report and whether any additional material or analysis needed to be included. In discussion the following points were made:

- in drafting the report, ICAI should continue to try to communicate in a clear, jargon-free and concise way;
- the report should be based on the evidence of our reports and should provide balanced coverage of both good practice and more critical observations;
- the Board agreed it would be helpful to have a timetable for the drafting, finalisation and publication of the report; and
- it was agreed that both the Annual Report and ICAI's Annual Corporate Plan should be prepared for Commissioners' approval at the next Board Meeting.

Action TM: To produce a timetable for the approval and publication of ICAI's Annual Report.

Action TM: To prepare both the Annual Report and ICAI's Annual Corporate Plan for approval at the next Board Meeting.

Fraud and Corruption Protocol

9. CR updated the Board on the progress of the Protocol. The Board agreed that, in place of a protocol, ICAI should write a letter to set out how ICAI hopes to coordinate its approach with that of the Serious Fraud Office. The Chief Commissioner will therefore write to the incoming Director of the SFO to set out an intended approach for interaction between ICAI and DFID and between ICAI and the SFO when allegations of fraud or corruption arise during the course of ICAI work.

Action Chief Commissioner: To send a letter to the Director of the Serious Fraud Office.

Programme Update

10. AC-M took Commissioners through a paper which set out the publication plan for the final four Year 1 reports and a proposal for ICAI's Year 2 programme to be published in ICAI's Corporate Plan. During an in-depth discussion, the following points were made:

- our report on DFID's support for electoral assistance through the UNDP will be published on Wednesday 25 April;
- the final three Year 1 reports are due to be published on Friday 18 May;
- the Board approved the revised Year 2 plan;
- the Board agreed the nominations for lead Commissioners for the proposed reports in Year 2;

- JG suggested a number of individuals for the Board to meet who could provide useful insights into some of the proposed Year 2 topics;
- the Board agreed that the focus should be on the quality of ICAI reports and not the quantity. TM wanted the Secretariat to spend more time with the contractors on the evidence gathered and follow up recommendations.
- a report on Sudan is proposed in the Year 2 programme. JG declared an interest relevant to this study: he has been asked to act as Senior Special Advisor to the President of South Sudan on Anti-Corruption.
- the Board agreed that ICAI should look at private sector engagement in Year 2 or 3 programme.
- the Board considered how to take forward the technical assistance report and the procurement of technical services. The Board agreed that the Secretariat should move ahead with a procurement process using the services of DFID's Procurement Group but with strict safeguards in place to protect our independence.

Action CR/SC: To arrange for the Board to meet the individuals suggested by JG.
Action AC-M: To take forward the Board's decisions for both the Year 1 and Year 2 programmes, including ensuring safeguards for technical assistance procurement safeguards.

Any Other Business

Forthcoming Meetings with DFID Management Board and KPMG Advisory Board

11. The Board considered possible topics for discussion at both these meetings scheduled for the morning and afternoon of 29 May respectively. The Board was keen to hear experiences and opinions of the wider changes in the development community and role of the private sector; and ICAI's focus on impact and what areas ICAI should look at in its Year 3 programme.

Action TM: To put together agendas for both meetings taking account of Commissioners' comments.

Discussion with Contractor staff

12. Commissioners and the contractor team reviewed progress together as part of the mandated review of contractor performance scheduled for the end of ICAI's Year 1.
13. Commissioners and the contractor team also discussed coverage of ICAI reports, both in the general and specialist media, including ways of achieving balanced coverage to as broad a set of audiences as possible.

Outstanding Action Log from 5th ICAI Board Meeting

TM/AC-M	To consider Water Aid's comments when the terms of reference are prepared for the Water and Sanitation in Sudan report in Year 2.		For consideration in due course. We will pass on to the contractor as soon as a team leader is appointed.
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Action Log from 9th ICAI Board Meeting

SC	To arrange meetings with stakeholders from the International Conference on the MDGs.		Ongoing
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Action Log from 12th ICAI Board Meeting

CR	To produce a slide pack on ICAI and ICAI reports for Commissioners		
TM	To produce a timetable for the approval and publication of ICAI's Annual Report.		
TM	To prepare both the Annual Report and ICAI's Annual Corporate Plan for approval at the next Board Meeting.		
GW	To send a letter to the Director of the Serious Fraud Office.		
CR/SC	To arrange for the Board to meet the individuals suggested by JG.		
AC-M	To take forward the Board's decisions for both the Year 1 and Year 2 programme, including ensuring safeguards for technical assistance procurement safeguards.		
TM	To put together agendas for the meetings with the DFID Management Board and the KPMG Advisory Board to be held on 29 May, taking account of Commissioners' comments.		